



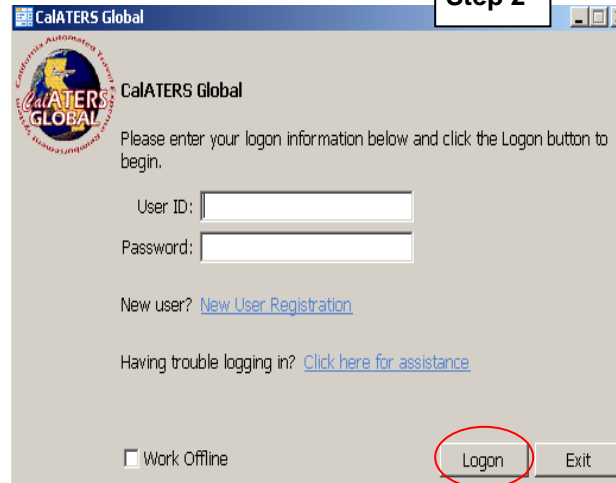
How to Assign a Preparer

Step 1

From the CalATERS web site at http://www.sco.ca.gov/calaters_global.html
Under Global Sign In, click CalATERS Global.

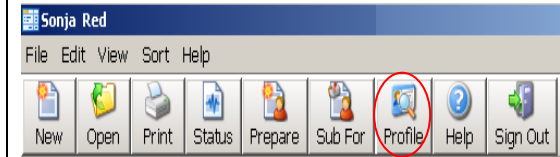


Step 2



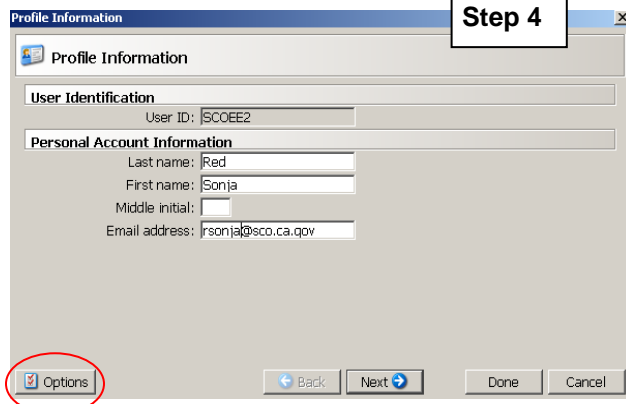
Key User ID and Password.
Then click **Ligon**.

Step 3



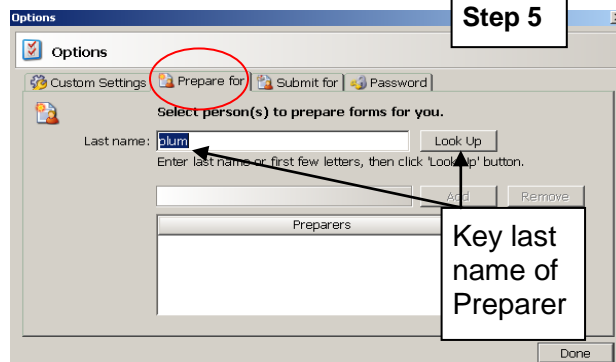
The Work Queue screen will display. On the top of the Work Queue screen, click on the **Profile** icon.

Step 4



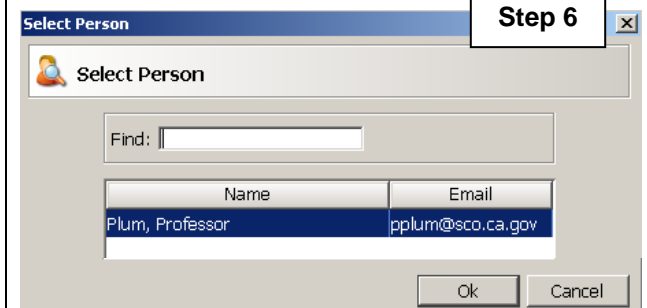
Profile screen will display. Click on **Options** button.

Step 5



On the Options screen, click on the **Prepare for** tab. Key the name of the Preparer in the Last Name field then click on **Look Up**.

Step 6



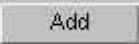
One or more employees matching the last name will display. If names match use the email address to determine the correct Preparer.

Click on your Preparer's name, then click **Ok**.




How to Assign a Preparer

Step 7

Verify the name identified on the screen then click .

Step 8

Preparer's name appears in the Preparers box. Repeat Steps 5, 6 and 7 if assigning additional Preparers. When completed click .

Step 9

Click .

The Preparer(s) you have authorized will now be able to prepare a request on your behalf.